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# Summer Food Service Program for Children

United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

FNS-207

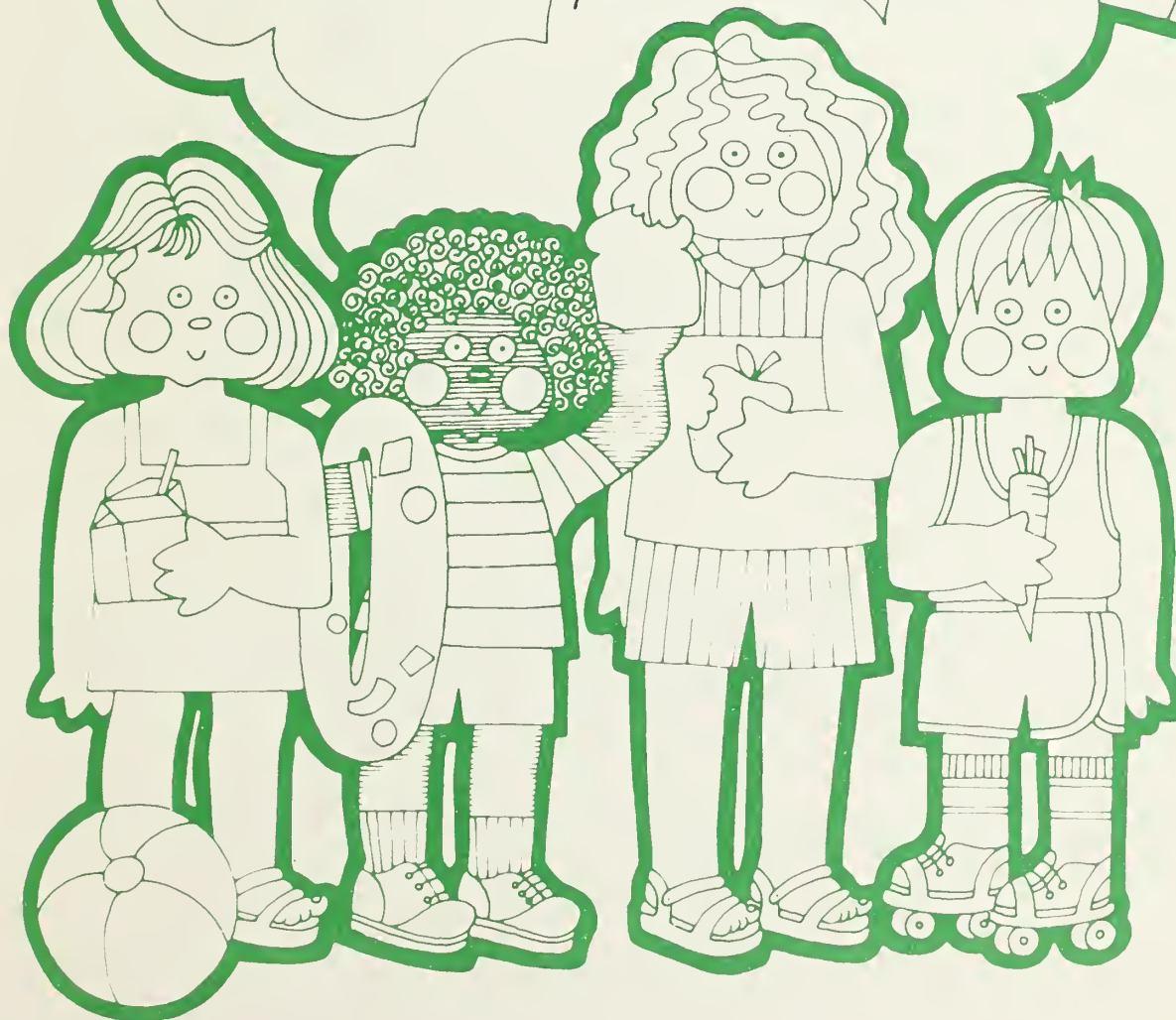
## 1991 Sponsor Meal Preparation Handbook

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The Summer Food Service Program for Children is available to all children without regard to race, color, national origin, sex, age, or handicap. Any person who believes he or she has been treated unfairly in receiving food services because of discrimination should write immediately to the Secretary of Agriculture, Washington, DC 20250.

Revised February 1991



## ***INTRODUCTION***

This handbook describes the food service responsibilities of a Summer Food Service Program (SFSP) sponsor and provides information regarding meal requirements, recordkeeping requirements, and guidance about food buying and storage. It is intended for use by those sponsors who choose to prepare the meals served to their participating children; and sponsors who choose to operate a vended SFSP will also find much of the information applicable to their operations.

## ***PROGRAM BASICS***

The SFSP provides nutritional help to children 18 years of age or younger, and people over 18 are also eligible if (1) the State educational agency or a local educational agency in the State determines that they are mentally or physically handicapped, and (2) they participate in a public or nonprofit private school program established for the mentally or physically handicapped. Although the SFSP primarily operates during the summer months--May through August--when most schools are closed, it also provides meal service for vacationing children in needy areas where schools are operated on a continuous school calendar, and for enrollees in the National Youth Sports Program (NYSP) when it is operated during the academic year by colleges and universities. Cash reimbursement and, in some cases, donated commodities are available to eligible sponsors to ensure the continued availability during vacation periods of meals that are similar to the high-quality ones provided under the National School Lunch and School Breakfast Programs during the school year.

Commodities are foods that the U.S. Department of Agriculture (USDA) acquires through surplus removal and price support programs or purchases in large quantities and then donates to organizations participating in food assistance programs. SFSP sponsors preparing their own meals at the site or at a central kitchen, those that purchase meals from a school food authority, and those that are school food authorities and competitively procure SFSP meals from the same food service management company that competitively provided their most recent National School Lunch Program meals are eligible to receive donated commodities. The administering agency can provide further information on the receipt and use of commodities.

## ***ADMINISTRATION OF THE SFSP***

The SFSP is administered through an agency of the State government or by a regional office of the Food and Nutrition Service (FNS) that deals directly with the sponsors operating within its geographic domain. Prospective sponsors must demonstrate adequate administrative and financial responsibility to manage an effective food service; must have not previously been seriously deficient in operating under the program; and must conduct a regularly scheduled food service for children from areas in which poor economic conditions exist, for homeless children, or at a summer camp.

Service institutions eligible to sponsor the program are (1) public or private nonprofit school food authorities, summer camps, and colleges and universities that participate in the NYSP; (2) units of local, county, municipal, State, or Federal government that have

direct operational control over all food service sites; and (3) private nonprofit organizations that meet specific criteria, as defined in SFSP regulations.

Sponsors can operate the program at one or more food service sites that serve geographical areas in which at least 50 percent of the local children are eligible for free or reduced-price school meals, based on school records or census tract data; at sites where meals are served to homeless children; or at "enrolled" sites where at least 50 percent of the enrolled children are individually determined to be eligible for such meals. Enrolled site sponsors must obtain family size and income data, or food stamp or AFDC case numbers from all enrolled children and determine that at least half of them are eligible for free or reduced price school meals, in order to determine their sites' eligibility. Sponsors of "area eligible" or "open" sites and "homeless feeding" sites are reimbursed for meals served to all attending children; and sponsors of "enrolled" sites are reimbursed for meals served to all of their enrolled attendees.

Sponsors of residential summer camps and nonresidential day camps must obtain household size and income data, or food stamp or AFDC case numbers from all of their enrolled children, and can claim for reimbursement only the meals served to those individually determined eligible for free and reduced-price school meals. Nonresidential day camps must offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services.

Administrative and financial responsibility cannot be delegated below the sponsor level, and meal service quality and site personnel conduct reflect directly upon the sponsor's performance. Sponsors that wish to remain eligible for SFSP must be primarily concerned with the quality and quantity of selected sites, the conduct of sponsor and site personnel, the quality of the meals, and the accuracy of records and claims. Food service management companies that have contracted or intend to contract with a sponsor to prepare or serve meals for the summer program must provide meals according to their agreement with the sponsor and the meal pattern requirements. Program monitors will help ensure that the program functions properly at each site; and all participating sponsors are subject to audit by USDA's Office of the Inspector General (OIG) and by the General Accounting Office (GAO).

### *A SETTING FOR NUTRITION EDUCATION*

Nutrition education is an important part of serving meals to children participating in the SFSP. Encourage your staff to provide a variety of activities to help children:

- develop positive attitudes toward nutritious meals
- learn to accept a wide variety of foods
- establish good food habits early in life
- share and socialize in group eating situations.

The teaching of nutrition principles is most effective when you integrate concepts with other learning experiences. Learning is reinforced when children have an opportunity to practice what you teach them.

Young children enjoy sensory experiences. Foods, like a golden orange, a rosy apple, or a bright green pepper, can be an introduction to new colors, different shapes, textures, and aromas. A child may reject a food simply because it is unfamiliar. Seeing, touching, tasting new foods, and preparing familiar foods in a different way, can lead to better acceptance. Organize tasting parties to offer children a taste-test of a variety of food items.

Young children often like being involved in preparing meals and snacks. Have children measure ingredients with real kitchen measuring cups and spoons. Teach children the origin of foods and the sequence of events that lead up to serving a meal.

Children can learn many things from field trips that help them discover how food is produced, marketed, and sold. If possible, plan excursions to a farm, market, grocery store, dairy, or bakery. After the trip, have children role-play to recall what they learned. Promote other recreational activities such as food drawings, stories, puppet plays with food characters, songs, and games to help children develop wholesome attitudes toward nutritious foods.

Older children are more interested in how food affects their bodies, especially their appearance, physical fitness, and health. Select nutrition education activities that involve group discussions on a variety of subjects. If appropriate, provide videos, poster displays, and guest speakers on such topics as sports nutrition, food shopping tips, and how to read food labels.

Audiovisual aids and nutrition education resources are available through your State agency's Nutrition Education and Training Program (NETP) Coordinator. The NETP Coordinator can help you implement your program and identify nutrition education materials and other resources available in your area.

### ***SELECT THE MEAL PREPARATION AND SERVING SITES***

Sponsors are responsible for choosing the most appropriate facilities available for food service. If sponsors prefer on-site meal preparation, sponsors should visit all sites:

- to certify that sites are properly equipped with the appropriate facilities and equipment for meal preparation and service for the anticipated number of children.
- to check that sites meet State and local public health standards and have or can obtain the required health department certification. The sanitarian or health inspector from your local health department can assist you in complying with State and local rules and regulations.

Because of the many variables at different sites, the kinds of equipment you will need will vary based on the number of children being served and the type of menu you wish to have prepared. Use the chart on the following page to determine whether the equipment available is adequate. Determine the condition of the equipment and, if appropriate, delegate responsibility for maintenance and repairs.



## FOOD SERVICE EQUIPMENT NEEDS

EQUIPMENT	NUMBER OF CHILDREN			
	<u>1-50</u>	<u>51-100</u>	<u>101-200</u>	<u>201-300</u>
<u>RANGE</u>	1 range with oven 30 inches domestic or 30-36 inches commercial	1 range with oven 30-36 inches commercial	1 range with oven 30-36 inches commercial (2 if over 150)	2 ranges with oven 30-36 inches commercial or 1 range with oven 60 inches or larger commercial
<u>REFRIG-ERATOR</u>	single section domestic 18 cu. ft. commercial reach-in 20-25 cu. ft.	double section commercial reach-in 40-50 cu. ft.	double section commercial reach-in 50-60 cu. ft. or 64 sq. ft. (8 ft x 8 ft) walk-in	triple section commercial reach-in 60-75 cu. ft. or 64 sq. ft. (8 ft x 8 ft) walk-in
<u>FREEZER</u>	same as above	same as above	same as above	same as above
MIXER w/ attachments (Veg.slicer -shredder meat & food chopper)	10 qt	10 qt	20 qt	20 qt
<u>WORK TABLES</u> (allow 4 linear ft./worker) Use countertops as tables	1 table	1 table	1 table	2 tables
<u>SINK</u>	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments
<u>DISHWASHER</u>			1 surge tank or 1 single-tank door-type	1 single-tank door-type

If the site will serve over 100 children, the following equipment is recommended to supplement the minimum items listed above:

Steam Equipment (kettle, steamer)  
Hot food holding cabinet  
Convection oven  
Electric food slicer (manually operated)



## ***SELECT YOUR PERSONNEL***

Sponsors are responsible for selecting personnel. The number of food service employees you will need will depend on the number and type of meals prepared. The following staffing schedule is provided as a guide for a program serving lunches and snacks:

<u>Number of Meals</u>	<u>Hours of Labor</u>	<u>Staff Needs</u>
up to 50	6 to 8	1 full-time employee
51 to 100	8 to 10	1 full-time employee* 1 part-time employee**
101 to 200	12 to 20	2 full-time employees* 1 part-time employee**
201 to 300	20 to 24	3 full-time employees* 1 part-time employee**

\* These full-time employees can be scheduled for only the hours they are needed and may not be required to work an 8-hour day.

\*\* These part-time employees may be optional or as needed based on menu requirements.

The range of hours for labor reflects variations in skills of the food service employees and the extent of the convenience foods used in the menus. If the site serves breakfast, add 1 hour of labor for each 50 breakfasts prepared; if the site serves supper, add 4 hours of labor for each 50 suppers prepared. Sites may require less time for labor when serving snacks than when serving other types of meals.

(See **Staffing** section in the Sponsor's Handbook for additional information on staffing patterns.)

When you have determined the number of staff required to meet the needs of the site, you are then in a position to hire your food service employees. The type of employee and the amount of experience required will vary with the duties each will perform. You may wish to consider someone with a food production background and/or serving line experience. However, all food service employees should meet the health standards set by local and State health authorities. You may also want to consider the use of qualified volunteers to help you operate the program.

## *TRAIN YOUR PERSONNEL*

Once you have selected your food service employees, plan to train them in SFSP operations. Introduce them to the goals of the summer feeding program, and help them to understand the importance of maintaining proper records and meeting meal pattern requirements.

Develop a job description for each type of food service employee at the site. Job descriptions identify duties and responsibilities for each employee. Give each a work schedule of daily required activities. For example, the food production employees will have food preparation duties to accomplish while other personnel will have serving line responsibilities. Employees must be shown how to fill out the necessary food production records required by the SFSP. All employees should be aware of SFSP meal pattern requirements.

## SUMMER FOOD SERVICE MEAL PATTERN REQUIREMENTS

The goal of the summer program is to serve meals that meet program requirements, are appetizing to children, and are consistent with the Dietary Guidelines for Americans. Careful planning is necessary to meet these goals. Meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. The following are the minimum requirements for each meal:

### BREAKFAST

	<b><u>Minimum Amount</u></b>
<b>Milk</b>	
Fluid milk	1 cup (1/2 pint)
<b>Vegetables and Fruits</b>	
Vegetables and/or fruits or full-strength vegetable or fruit juice, (Or an equivalent quantity of any combination of vegetables, fruits, and juice)	1/2 cup 1/2 cup
<b>Bread and Bread Alternates</b>	
Bread ( <i>whole-grain or enriched</i> ) or Bread alternates ( <i>whole-grain or enriched</i> ): cornbread, biscuits, rolls, muffins, etc. or cooked pasta or noodle products or cooked cereal grains, such as rice, corn grits, or bulgur or ( <i>whole-grain, enriched, or fortified</i> ): cooked cereal or cereal grains or cold dry cereal	1 slice  1 serving 1/2 cup  1/2 cup  1/2 cup 3/4 cup or 1 ounce (whichever is less)
(Or an equivalent quantity of a combination of bread or bread alternates)	
-----	
(Optional) Serve as often as possible:	
<b>Meat or Meat alternates</b>	
Meat	1 ounce
Meat alternate	1/2 amount listed under LUNCH or SUPPER

## SNACK (Supplemental Food)

Serve two food items selected from any two of the following four components:

	<b><u>Minimum Amount</u></b>
<b>Milk</b>	
Fluid milk	1 cup (1/2 pint)
<b>Meat and Meat Alternates</b>	
Lean meat or poultry or fish or	1 ounce
	(edible portion as served)
Meat alternates:	
cheese or	1 ounce
egg or	1 large
cooked dry beans or peas or	1/4 cup
peanut butter or other nut or seed butters or	2 tablespoons
nuts and/or seeds or	1 ounce
yogurt (plain, sweetened, or flavored)	4 ounces
(Or an equivalent quantity of any combination of meat or meat alternates)	
<b>Vegetables and Fruits</b>	
Vegetables and/or fruits or	3/4 cup
full-strength vegetable or fruit juice	3/4 cup
(Or an equivalent quantity of any combination of vegetables, fruits, and juice)	
Juices cannot be served with milk.	
<b>Bread and Bread Alternates</b>	
Bread ( <i>whole-grain or enriched</i> ) or	1 slice
Bread alternates ( <i>whole-grain or enriched</i> ):	
cornbread, biscuits, rolls, muffins, etc. or	1 serving
cooked pasta or noodle products or	1/2 cup
cooked cereal grains, such as rice,	
corn grits, or bulgur or	1/2 cup
( <i>whole-grain, enriched, or fortified</i> ):	
cooked cereal or cereal grains or	1/2 cup
cold dry cereal	3/4 cup or
	1 ounce
	(whichever is less)
(Or an equivalent quantity of a combination of bread or bread alternates)	



## LUNCH OR SUPPER

	<b><u>Minimum Amount</u></b>
<b>Milk</b>	
Fluid milk	1 cup (1/2 pint)
<b>Meat and Meat Alternates</b>	
Lean meat or poultry or fish or	2 ounces
	(edible portion as served)
Meat alternates:	
cheese or	2 ounces
egg or	1 large
cooked dry beans or peas	1/2 cup
peanut butter or other nut or	
seed butters or	4 tablespoons
nuts and/or seeds	1 ounce = 50%*
(Or an equivalent quantity of any combination of meat or meat alternates)	
<b>Vegetables and Fruits</b>	
Vegetables and/or fruits (2 or more selections for a total of 3/4 cup) or	3/4 cup
full-strength vegetable or fruit juice	3/4 cup
(Or an equivalent quantity of any combination of vegetables, fruits, and juice)	
Juice may not be counted to meet more than 1/2 of this requirement.	
<b>Bread and Bread Alternates</b>	
Bread ( <i>whole-grain or enriched</i> ) or	1 slice
Bread Alternates ( <i>whole grain or enriched</i> ):	
cornbread, biscuits, rolls, muffins, etc. or	1 serving
cooked pasta or noodle products or	1/2 cup
cooked cereal grains, such as rice,	
corn grits, or bulgur	1/2 cup
(Or an equivalent quantity of a combination of bread or bread alternates)	

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\* No more than one-half of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement.

Note: The serving sizes of food specified in the meal patterns are minimum amounts. If the administering agency approves the sponsor to serve smaller portion sizes to children under 6 years, the sponsor must meet the meal patterns specified in the Child and Adult Care Food Program (CACFP) regulations. You can obtain copies of these regulations from your State agency. Children over 6 years old may be served larger portions, but not less than the minimum requirements specified in the Summer Food Program regulations. Remember that you do *not* receive reimbursement for meals that do not meet the minimum program requirements.

## DESCRIPTION OF FOOD COMPONENTS

### Milk

Milk provides calcium and riboflavin, some protein, vitamin A, vitamin D, phosphorus, and other nutrients. If you serve lowfat or skim milk, it should be fortified with vitamin A as well as vitamin D, as specified by the Food and Drug Administration.

In the SFSP, the *milk* component includes fluid types of pasteurized whole, lowfat, or skim milk that is flavored or unflavored, or cultured buttermilk. All milk served must meet State and local standards.

You may use additional milk (fluid, evaporated, or nonfat dry milk) to prepare soups, casseroles, puddings, bakery items, or other baked products, or dishes. Additional milk in these items helps improve the nutritional quality of any meal, however, they are not approved to meet the fluid milk requirement.

At *breakfast* or for *snacks*, use milk as a beverage, on cereal, or as a beverage and on cereal. At *lunch* or *supper*, milk must be served as a beverage. If your site serves only snacks or a meal and two snacks, it is a good idea, but not mandatory, to include milk in at least one snack.

### Meat and Meat Alternates

Meat and meat alternates, as a food group, provide protein, iron, B vitamins (thiamin, riboflavin, niacin), and other nutrients.

Meat and/or meat alternates must be served at lunch and supper; may be served as part of the snack; and are suggested as additional foods at breakfast as often as possible. A serving of cooked lean meat (beef, pork, lamb, veal), poultry, fish, cheese, cooked dry beans or peas, eggs, peanut butter or other nut or seed butters (almond, sesame, sunflower) or nuts or seeds, or any combination of these may be used to meet this requirement. You may serve these foods as the entree (main dish) or as part of the main entree and in one other menu item. Examples: Ground meat (1 ounce) and cheese (1 ounce) combined in a casserole meet the requirement of a main entree; a peanut butter (2 tablespoons) sandwich and half of a deviled egg meet the requirement as part of the main entree and in one other menu item.

Peanut butter and other nut and seed butters may be used as a meat alternate in the amounts specified in the meal pattern.

Nuts and seeds may fulfill:

- (a) all of the meat/meat alternate requirement for the snack; but,
- (b) no more than one-half of the meat/meat alternate to fulfill the requirement for lunch or supper. Nuts and seed must be combined with another meat/meat alternate to fulfill the requirement. For the purpose of determining combinations, 1 ounce of nuts or seeds is equal to 1 ounce of cooked lean meat, poultry, or fish. The nuts and seeds that may be used as a meat alternate include peanuts, soynuts, tree nuts (almonds, walnuts, and

pecans), and seeds (sunflower, sesame, and pumpkin). For more information, contact your State agency for "Guidance for the Nuts and Seeds" and SFSP Regulation Part 225.16.

**CAUTION:** *Children under 5 are at the highest risk of choking. USDA recommends that nuts and/or seeds be served to them ground or finely chopped in a prepared food.*

Commercially prepared fresh and canned yogurt may be used as a meat/meat alternate in the snack only. You may serve 4 ounces (weight) or 1/2 cup (volume) of plain or sweetened and flavored yogurt to fulfill the equivalent of one (1) ounce of the meat/meat alternate component. For younger children, 2 ounces (weight) or 1/4 cup (volume) fulfills the equivalent of 1/2 ounce of the meat/meat alternate requirement. Homemade yogurt and non standardized frozen yogurt or other yogurt flavored products such as yogurt bars, yogurt-covered fruit and/or nuts or similar products may not be credited as a snack component.

When purchasing yogurt, read the labels to know what you are buying. Note that some yogurts have a higher sugar content than others. In general, plain yogurt is more economical than sweetened and/or flavored yogurt.

Yogurt offers new menu variety when planning snacks. Try serving yogurt as a dip with bite-size raw vegetables or yogurt with fresh cut-up fruit. It's important to note that commercial flavorings and sweeteners such as fruit, nuts, granola, etc., do not count towards meeting the requirement of the second food component in the snack.

## **Fruits and Vegetables**

Vegetables and fruits, as a food group, provide most of the vitamin C and a large share of the vitamin A in meals.

At breakfast, a serving of fruit or vegetable, or *full-strength* fruit or vegetable juice, is required. Breakfast is a good time to serve foods containing vitamin C, such as citrus fruits and juices, like oranges or grapefruit. Other foods containing vitamin C are tomato juice, strawberries, and cantaloupe (when in season). Consider using dried fruits, such as dried apricots, raisins, and prunes, to provide variety in menus. Look for the chart in the reference section of this handbook that shows more suggested foods containing vitamin A, vitamin C, and iron.

For lunch and supper, serve two or more vegetables or fruits at each meal to meet program requirements. No more than one-half of the total requirement may be met with full-strength fruit or vegetable juice. For variety, serve full-strength fruit or vegetable juices, fruits, or vegetables for snacks between meals.

A serving of cooked vegetables means a drained vegetable as served.

A serving of cooked or canned fruit consists of fruit and juice.

A serving of thawed frozen fruit is fruit with the juice that accumulates during thawing.

Snack time is a good time to introduce new vegetables and fruits that are easy to prepare and eat. Use fresh fruits and vegetables frequently and offer a variety of each.



When you use canned fruits, select ones that are packed in fruit juice, water, or a light syrup, if possible. If you serve fruit or vegetable juice for the midmorning or midafternoon snack, use full-strength juice. (However, you cannot serve juice if you serve milk as the only other component for the snack.)

Juice drinks with at least 50 percent full-strength juice are allowed, but discouraged, because double the volume is needed to meet program requirements. Beverages containing less than 50 percent juice such as fruit punches, ades, or drinks made with fruit-flavored powders and syrups do not meet program requirements.

### **Bread and Bread Alternates**

Bread and bread alternates include whole-grain or enriched breads and/or fortified cereals that provide carbohydrates, some of the B vitamins (thiamin, riboflavin, and niacin), minerals (such as iron), some protein, and calories. Whole-grain products supply additional vitamins and minerals, as well as dietary fiber and a variety of taste and texture.

At breakfast, choose from a serving of: enriched or whole-grain bread; cornbread, biscuits, rolls, or muffins made from enriched or whole-grain meal or flour; enriched, whole-grain, or fortified cereal; cooked whole-grain or enriched cereal grains such as bulgur, corn grits, or rice; enriched or whole-grain pasta products, such as macaroni; or a combination of bread and bread alternates.

For midmorning and midafternoon snacks, choose from a serving of: enriched or whole-grain bread; enriched, whole-grain, or fortified cereal; cooked enriched or whole-grain bread alternates such as rice, bulgur, or macaroni; cornbread, biscuits, rolls, muffins, crackers, or cookies made of enriched or whole-grain meal or flour. Hot breads, such as rolls, biscuits, cornbread, or muffins, or raisin bread add variety and appeal as well as nutrients.

At lunch or supper, choose from a serving of: enriched or whole-grain bread, or cooked whole-grain or enriched rice, bulgur, or corn grits; or enriched or whole-grain noodles, macaroni, or other pasta products. An equivalent serving of a bread alternate made from whole-grain or enriched meal or flour may be substituted.

### ***Reminders:***

- Cereal may be served at breakfast or as a midmorning or mid-afternoon snack. However, cereal cannot be used as a bread alternate at lunch or supper.
- "Fortified grain-fruit products" may be used to meet the bread and fruit requirement at breakfast or for midmorning or midafternoon snacks. All fortified grain-fruit products must meet FNS alternate food regulations and USDA specifications. These products are intended for use at sites with limited or no kitchen facilities for preparing and serving the regular breakfast or snacks. See **Meal Substitutions and Variations**.
- Cookies may be used as a bread alternate in the snack only, if the primary ingredient by weight is whole-grain or enriched flour or meal and the minimum serving size is



1-1/4 ounces (35 grams). USDA recommends that cookies be served as part of a snack no more than twice a week.

- Some bread items or their accompaniments may contain more sugar, fat, or salt than others. Keep this in mind when considering how often to serve them.

## **Other Foods**

In addition to the foods specified in the charts under the *SUMMER FOOD SERVICE MEAL PATTERN REQUIREMENTS*, other foods may be served at meals to help improve acceptability, to satisfy children's appetites, to provide additional energy, and, if wisely chosen, to increase the nutritional quality of the meals.

For example at breakfast, serve moderate amounts of honey, jam, jellies, and syrup to add flavor and variety to pancakes, toast, English muffins, etc. Margarine or butter used as a spread or in food preparation provide not only additional calories from fat, but also improve the flavor and acceptability of many foods. However, all fat-based foods, including mayonnaise and salad dressings, should be used in moderation. Remember too that "other foods" are often a source of hidden sugar, fat, and salt. Be aware and limit the frequency and the amounts you serve of foods such as chips, pickles, and pastries in your summer meals.

Commercial yogurt may be used as an "other food" at breakfast, lunch, and supper. Plain yogurt may be used as a topping on potatoes (instead of butter or sour cream) or used with fresh cut-up fruits and fresh vegetables at meals. Plain, flavored, or sweetened yogurt, made with whole or lowfat milk, provides additional sources of calcium.

Additional foods served as desserts at lunch and supper help to meet the needs of growing children by supplying extra food energy (calories) and other important nutrients. Baked products made from whole-grain or enriched flour supply additional amounts of iron and some B vitamins. Desserts made with milk, such as puddings, provide calcium along with other nutrients.

## **Meal Substitutions and Variations**

Sponsors must not allow substitutions to the meal pattern requirements except under certain conditions. Please refer to SFSP Regulations Part 225.16 for more information.

## ***SUMMARY OF MEAL PATTERN POINTS TO REMEMBER***

Keep in mind the following points when you plan menus to meet meal pattern requirements for each of the food groups:

### **Meat and Meat Alternates**

- For menu variety, you may use meat and cheese in combination (1 ounce of meat and 1 ounce of cheese) to fulfill the meat requirement. Dried beans or peas may be used to fulfill the meat/meat alternate component or the vegetable component. However, dried beans or peas may not be used to meet both requirements in the same meal.
- Peanut or other butters, such as almond, may be used as a meat alternate.
- Nuts and seeds may fulfill:
  - (a) all of the meat/meat alternate requirement for the snack, but
  - (b) no more than one-half of the meat/meat alternate requirement for lunch or supper.
- Yogurt may be used as a meat/meat alternate in the snack only. You may serve 4 oz (weight) or 1/2 cup (volume) of plain, sweetened, or flavored yogurt to fulfill the equivalent of 1 ounce of the meat/meat alternate component. Homemade yogurt as well as frozen yogurt and other yogurt-flavored snack products may not be used to fulfill the requirement.

### **Fruits and Vegetables**

- Use only full-strength juice to fulfill the fruit/vegetable requirement. Juice drinks with at least 50 percent full-strength juice are allowed but their use is discouraged because children must be served double the volume of these drinks in order to meet program requirements.
- Fruit-flavored drinks, ades, or punches do not meet any part of the fruit/vegetable requirement since they generally contain less than 50 percent full-strength juice.
- Juice cannot be served as part of the snack when milk is the only other component. It is poor menu planning to offer such a combination since it provides too much liquid for children.
- Syrup from canned fruit cannot be served to count as fruit juice.
- Two forms of the same fruit or vegetable in the same meal cannot be used to meet the fruit/vegetable requirement. An orange and orange juice, or an apple and applesauce are combinations that may not be used. Serve a variety of vegetables and fruits to ensure a nutritionally well-balanced meal.

- Small amounts (less than 1/8 cup) of onions, pickles, relish, or other condiments added for flavor or used as a garnish cannot be credited as meeting fruit/vegetable requirements.
- Potato chips, sticks, catsup, jams, and jellies cannot count as vegetables or fruits. Serve them only to add flavor or variety to menus as "other foods."

### **Bread and Bread Alternates**

- Use only whole-grain or enriched breads and bread alternates, or whole-grain, enriched, or fortified cereals, to meet bread requirements. Read labels on commercial products to guide you.
- Use enriched or whole-grain macaroni products, noodles, corn grits, and rice as bread alternates to meet the bread requirement.
- Foods such as cake and pie crust, items usually served as desserts, cannot be used as bread alternates. Crust used as part of the main dish (i.e., for pizza or quiche) is allowed as a bread alternate.
- The bread requirement cannot be met with snack foods such as popcorn, hard pretzels, chips, or other low-moisture extruded or shaped items made from grain.
- Cookies cannot be used for the bread requirement at breakfast, lunch, or supper.
- Doughnuts cannot be served to meet the bread requirement at lunch or supper.

## ***STEPS INVOLVED IN MENU PLANNING***

Good menu planning goes beyond listing specific foods to be included daily. Recipes, food costs, facilities, and personnel must be carefully considered in the planning process. Here are the basic steps involved in menu planning:

1. Select specific recipes for preparing the menu items and determine the serving size. Estimate the number of meals to prepare and adjust the recipes to provide the number of servings you need.
2. Determine unit or portion costs; calculate the amount of food you will need for the total number of meals you will serve.
3. Estimate the total food cost of each menu item.
4. Calculate how much it costs to serve the foods as a single menu item or in a recipe. Compare the estimated cost of the menu with the food budget. If this cost is too high for the food budget, replace some of the foods in the menu with less expensive ones.
5. Based on the estimated amounts of foods needed to prepare the menus, determine the amount of food you have on hand in your storeroom and refrigerators and then decide which foods you need to purchase.
6. Schedule production time and develop work schedules. Menus should be planned in advance--2 weeks to a month ahead of the time you will actually serve them. Advance planning is important as a basis for food purchasing, cost control, and food preparation scheduling. Record menus on a worksheet designed for that purpose and suited to individual needs. The quantity production records can be kept on the same worksheet. (See sample food production and inventory records in the REFERENCES section of this handbook.)

### **Cycle Menus**

A cycle menu can provide good management control and savings in time and money. A cycle of menus is a series of carefully planned menus that are used and repeated in the same order for a definite number of days. The cycle does not always have to begin on the first day of the week and the same menus should not be served on the same day each week.



## ***SAMPLE MENUS***

The following 11-day menu cycle serves as a sample menu. Note the variety of meals that meet USDA meal pattern requirements. You may change any of the meals in this cycle, rearrange the order, or substitute for other items within a meal, provided that each new menu meets all USDA meal pattern requirements. These menus are suggested for your use, depending on the type of your site.

### **SAMPLE MENU CYCLE FOR ONSITE PREPARATION (11 DAYS):**

#### ***WEEK I***

<i><b>Breakfast</b></i>	<i><b>Snack</b></i>	<i><b>Lunch/Supper</b></i>
<i><b>Menu 1</b></i>		
Cantaloupe (1/4 melon-1/2 cup) Whole-Wheat Toast (1 slice) Milk (1/2 pint) Hard Cooked Egg*	Raisin Bread (1 slice) Milk (1/2 pint)	Hoagie Sandwich (turkey ham - 1 ounce cheese - 1 ounce, lettuce & tomatoes - 1/4 cup, 1 roll) Nectarine 1 (medium- 1/2 cup) Milk (1/2 pint)
<i><b>Menu 2</b></i>		
Pineapple (1/2 cup) Roll (1) Milk (1/2 pint)	Orange Juice (1/2 cup) Raisins (1/4 cup) Cheese Toast (1 slice bread)	Oven-Baked Chicken (cooked edible portion - 2 ounces) Rice (1/2 cup) Green Peas & Carrots (1/4 cup) Biscuit (1) Milk (1/2 pint)
<i><b>Menu 3</b></i>		
Peach Halves (1/2 cup) Corn Grits (1/2 cup) Milk (1/2 pint) Cheese Wedge*	Yogurt (1/2 cup) Bran Muffin (1)	Hamburger on Bun (cooked meat- 2 ounces, 1 bun) Oven Roasted- Potatoes (1/2 cup) Lettuce & Tomatoes (1/4 cup) Milk (1/2 pint)

\* *Additional food, not required to meet the meal pattern.*

#### *Menu 4*

Tomato Juice  
(1/2 cup)  
Cornmeal Muffin (1)  
Milk (1/2 pint)

Peanut Butter  
(2 tablespoons)  
Milk (1/2 pint)  
Soda Crackers\*

Bean Taco (1)  
(beans - 1/4 cup,  
cheese - 1 ounce  
1 taco shell)  
Shredded Lettuce  
(1/4 cup)  
Peach (1 medium - 1/2 cup)  
Milk (1/2 pint)  
Spanish Rice\*  
(1/4 cup)

#### *Menu 5*

Grapefruit Juice  
(1/2 cup)  
Whole-Wheat Toast  
(1 slice)  
Milk (1/2 pint)  
Peanut Butter\*

Soft Pretzel (1)  
Milk (1/2 pint)

Sliced Turkey on  
Roll  
(turkey - 2 ounces,  
1 roll)  
Mexicali Corn  
(1/4 cup)  
Mixed Fruit Cup  
(1/2 cup)  
Milk (1/2 pint)

### WEEK II

#### *Menu 6*

Banana (1 small -  
1/2 cup)  
English Muffin (1)  
Milk (1/2 pint)

Orange Juice  
(3/4 cup)  
Rye Wafers  
(4 whole-grain)  
Cheese Slice\*

Barbecue Chicken  
(cooked edible  
portion - 2 ounces)  
Baked Beans (1/2 cup)  
Seedless Grapes  
(1/4 cup)  
Biscuit  
Milk (1/2 pint)

#### *Menu 7*

Pineapple Juice  
(1/2 cup)  
Toast (1 slice)  
Milk (1/2 pint)  
Scrambled Egg\*

Blueberry Muffin  
(1)  
Milk (1/2 pint)

Pizza (cheese -  
2 ounces, crust  
1.1 ounces)  
Carrots and Celery  
sticks (1/4 cup)  
Plums - 2 (1/2 cup)  
Milk (1/2 pint)

\* *Additional food, not required to meet the meal pattern.*

### **Menu 8**

Orange Juice  
(1/2 cup)  
Oatmeal  
(1/2 cup)  
Milk (1/2 pint)

Cinnamon Toast  
(1 slice)  
Yogurt (1/2 cup)

Pork Barbecue  
Sandwich  
(cooked meat - 2  
ounces, 1 bun)  
Coleslaw/Carrots  
(1/4 cup)  
Watermelon Wedge  
(1/2 cup)  
Milk (1/2 cup)

### **Menu 9**

Applesauce  
(1/2 cup)  
French Toast  
(1 slice bread)  
Milk (1/2 pint)

Grapefruit-  
Orange Juice  
(3/4 cup)  
Graham Crackers  
(3 squares,  
2-1/2 in)

Grilled Cheese/Tomato  
Sandwich  
(cheese - 2 ounces,  
tomato, 1 slice -  
1/8 cup, bread -  
2 slices)  
Carrot Sticks  
(1/8 cup)  
Apple, small  
(1/2 cup)  
Milk (1/2 pint)

### **Menu 10**

Orange (1 medium -  
1/2 cup)  
Bagel (1/2)  
Milk (1/2)

Apple Juice  
(3/4 cup)  
Peanut Butter  
Cookie (1)

Fish sticks  
(4 sticks -  
2 ounces  
cooked fish)  
Crinkle-Cut Potatoes  
(1/2 cup)  
Carrot/Raisin Salad  
(1/4 cup)  
Muffin Square (1)  
Milk (1/2 pint)

### **Menu 11**

Pineapple-Orange  
Juice (1/2 cup)  
Cold Cereal  
(3/4 cup)  
Milk (1/2 pint)

Raisin Toast  
(1 slice)  
Milk (1/2 pint)

Meatballs/Spaghetti  
(cooked meat - 2 ounces,  
spaghetti - 1/2 cup)  
Tossed Green Salad (1/4 cup)  
Nectarine, 1 medium  
(1/2 cup)  
Italian Bread\*  
(1 slice)  
Milk (1/2 pint)

\* Additional food, not required to meet the meal pattern.

## MENU EVALUATION

Careful, systematic planning of the menu--well in advance--is a key to good management. You may find the following checklist helpful for evaluating menus before you prepare them.

	<u>Yes</u>	<u>No</u>
1. Have you included all required components of the meal and in the minimum portion sizes as specified by USDA?	—	—
2. Have you kept foods high in sugars and other sweeteners to a minimum?	—	—
3. Have you kept calories from fat to a moderate level?	—	—
4. Have you kept foods high in salt to a moderate level?	—	—
5. Have you included "other foods" to satisfy the appetites and to help meet the nutritional needs of the children?	—	—
6. Do meals include a good balance of color, texture, shape, flavor, and temperature?	—	—
7. Are foods containing vitamin A, vitamin C, and iron offered frequently?	—	—
8. Have you included different kinds of foods (fresh, frozen, canned, dried)?	—	—
9. Have you varied foods from day to day and week to week?	—	—
10. Have you considered the children's cultural and ethnic practices?	—	—

## FOOD PURCHASING

Getting the most for the food dollar takes careful planning and buying experience. Careful use of food buying power will not only help control your food costs but will also reduce waste and help upgrade the quality of meals.

Success in food buying depends on getting good-quality foods in the proper quantities at the best possible prices. The proper quantities of foods to buy depends on the number of children eating at the site, the menus and recipes you use, the amount and kind of storage space available, inventory on hand, perishability of the food, and the length of time the order covers. In addition to this handbook you may also wish to consult the *Food Buying Guide for Child Nutrition Programs* (PA-1331). It provides additional information about purchasing food for a USDA food program.



## Where To Buy Food

Consider where to buy foods:

- Find out which food companies (suppliers) in the area offer foods that you will use frequently, offer the services you require (prompt and frequent delivery, credit, discounts), and have quality foods at reasonable prices.
- Buy from suppliers who provide the best quality foods at the most reasonable prices.
- Follow a strict code of business ethics when you purchase foods for the program. Know what the food suppliers expect, and let them know what you expect of them.

## What To Buy

How to use the food determines both the form and quality that you should buy. Consider the product's style, size, count, container, and packing medium. The label describes the product. Inspect the product before you purchase it and when it is delivered. Whenever possible, purchase foods that are federally graded.

Here are some additional tips to help you decide what to buy:

- Buy government-inspected meats and poultry.
- Purchase only pasteurized Grade A milk and milk products.
- Purchase government-approved seafood whenever possible.
- Purchase bread and bread products that are properly wrapped or kept in paper-lined containers with covers to keep them fresh and wholesome. Check dates on packages of bread and bread products to be sure that they are fresh.
- Purchase frozen foods that have been kept frozen solid. Do not accept delivery of frozen foods that are, or have been, thawed or partially thawed.
- Purchase perishable foods that have been kept under refrigeration.

## Specifications

You should provide the supplier with clear specifications for each food item ordered. Once the supplier delivers the order, check to see that the food meets the specifications and is in good condition.

## How Much To Buy

The first step in purchasing is to plan the menus. Secondly, determine the recipes you will use. After you decide which recipes to use, calculate the quantities of food you need to serve the children who eat at the site. The menus and recipes must be checked to determine that the meal patterns have been met. Then, compile the "grocery list" of foods

and quantities you will need to buy. Check your inventory to determine what is on hand and subtract that from the list of foods to purchase.

Consider the number of servings per pound or per can each time you purchase in order to get the total quantity needed. You must keep in mind, however, the size of the storage facilities and buy only the quantities of food that you can store properly. Buy only the products you need in the quantities necessary to fulfill your site's requirement.

### **HOW TO USE THE FOOD BUYING GUIDE**

The *Food Buying Guide for Child Nutrition Programs* (PA-1331) has been designed to help determine quantities of food to purchase for use in preparing meals for children. This publication is for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, Stock No. 001-000-04382-0. For orders and inquiries call (202) 783-3228, or contact the nearest branch of the Government Printing Office.

Use the *Food Buying Guide* and the following steps to determine how much food to buy:

1. Determine the serving size and the total number of servings needed for each food item as follows:
  - For *meat, poultry, fish or cheese*, multiply the number of servings times the serving size (in ounces) to get total ounces needed.
  - For *vegetables and fruits*, the *Food Buying Guide* lists amounts to buy based on 1/4-cup servings. Therefore, to calculate the amount to purchase, convert your serving size to the number of 1/4-cup servings. This is done by dividing the serving size by 1/4 and then multiplying the result by the number of servings to get the total number of 1/4-cup servings needed.
2. Divide the amount needed (total ounces of meat or total number of 1/4-cup servings of the vegetable or fruit) by the number of servings per purchase unit (from column 3 of the *Food Buying Guide* for the food you want to use).
3. See the following examples:

#### **Example A: Frozen Potato Rounds**

1. Serving size: 1/2 cup  
Number of servings: 195
2. Calculate the number of 1/4-cup servings:  
 $1/2 \div 1/4 = 2 \times 195 = 390$  1/4-cup servings
3. 
$$\frac{\text{Amount needed (number of 1/4-cup servings)}}{\text{Servings per purchase unit}^*} = \frac{390}{12.7^*} = 30.7 \text{ or } 31 \text{ pounds}$$

\*Servings per pound - - column 3, page 102 of the *Food Buying Guide*

### Example B: Carrot Sticks

1. Serving size: 1/4 cup  
Number of servings: 195
2. No conversion is needed because the serving size is 1/4 cup.
3. 
$$\frac{\text{Amount needed (number of 1/4-cup servings)}}{\text{Servings per purchase unit}^*} = \frac{195}{10.6} = 18.9 \text{ or } 19 \text{ pounds}$$

\*Servings per pound - - column 3, page 75 of the *Food Buying Guide*

### Example C: Ground Beef, market style

1. Serving size: 2 ounces  
Number of servings: 195
2. Number of servings x serving size = total ounces needed  
195 servings x 2 ounces = 390 ounces
3. 
$$\frac{\text{Amount needed (total ounces)}}{\text{Servings per purchase unit}^*} = \frac{390}{11.2} = 34.8 \text{ or } 35 \text{ pounds}$$

\* 1-ounce servings per pound - - column 3, page 26 of the *Food Buying Guide*

## FOOD STORAGE

### When To Buy Food

The following guidelines can help you decide when to buy each type of food. Buy bread, milk, and produce every day or every 2 days if storage equipment is sufficient. Buy perishable foods, such as meat, fish, poultry, and frozen food, in quantities that can be accommodated by refrigerated and freezer storage. If dry storage is available, you may buy canned foods and staples monthly or twice a month.

### Keep Records Current

Keep accurate and up-to-date records:

Record the date you order the food, the name of the supplier, the date you receive the food, its condition on arrival, the price paid, and when and how much you used. These records can be helpful in planning future purchases and menus. Records on the cost of the food you used will be very important in filing your claim for reimbursement.

### Storage Facilities

Good storage facilities--both dry and refrigerated--help keep food safe, fresh, and appetizing. Food products must be in excellent condition when they arrive at the receiving area. They must be kept that way as you store, prepare, and serve them. Sponsors that accept USDA-donated foods also accept the responsibility to handle and correctly store them. Failure to do so may result in USDA either withholding further donations or

requiring restitution for foods that are lost or spoiled. Use preventive measures to control food losses through deterioration and infestation by insects and rodents.

### **Guidelines for Proper Storage**

- Examine all food upon delivery to be sure it is not spoiled, dirty, or infested with insects. Do not accept or use bulged or unlabeled cans. Do not accept frozen foods that have started to thaw. Send these items back.
- Store all food off the floor on clean racks, dollies, or other clean surfaces. Pallets and dollies should be at least 6 inches off the floor to permit cleaning under them.
- Keep storage rooms clean, sanitary, and free from rodent infestations. Clean on a rotating schedule.
- Protect foods such as flour, cereals, cornmeal, sugar, dry beans, and dry peas from rodents and insects by storing them in tightly covered containers.
- Use food on a "first in, first out" basis. Arrange foods so older supplies will be used first.

## ***FOOD PREPARATION***

### **Inventory Record**

A sample inventory form is provided in the reference section of this handbook. Use this form as a guide for determining the value of foods used during a reporting period. This may be obtained by taking a physical count of foods on hand (closing inventory), obtaining the value of these foods from invoices, and calculating the total value of food on hand.  $\text{Quantity on hand} \times \text{Unit cost} = \text{Total value of food on hand}.$

You should inventory and list any stock you have on hand at the beginning of program operations as "beginning inventory." Beginning inventory of a given period is the same as the ending inventory of the preceding period. "Cost of food used" is, in its simplest form, beginning inventory plus food received, less ending inventory. The dollar value of food received is obtained from the receipts or invoices for the reporting period. You must report the cost of the food you used, *not* the cost of all the food you purchased.

### **Unused Food**

Food purchased but not used for the program *cannot* be claimed for reimbursement. Careful planning and ordering, especially toward the close of program operations, are essential. Contact the agency distributing the commodities to properly dispose of unused commodities when the program closes.



## Amounts To Prepare

Serving acceptable and nutritious foods depends not only on good planning, selection, and storage, but also on preparation. First determine how much food to prepare by examining the menu (which shows the kinds of foods to prepare and the serving size of each), determining the total number of children you will serve, using standardized recipes whenever possible, and becoming familiar with food yields (the number of servings you can obtain from a purchase unit). Charts in the back of this section provide information on serving size, yield of servings, and yield of selected foods.

If you prepare food at the site, maintain *daily* food production records to document the types and quantities of food prepared to meet USDA requirements for the number of meals claimed for reimbursement. This handbook includes a sample worksheet for this purpose and instructions for its use.

## Tips for Food Preparation

- Wash fresh fruits and vegetables with water (no soap) and use brush if necessary to remove soil. Trim carefully to conserve nutritive value. Remove damaged leaves, bruised spots, peels, and inedible parts. Use a sharp blade when trimming, cutting, or shredding to avoid further bruising and loss of nutrients.
- Steam or cook vegetables in small batches for best quality. Avoid over-cooking, using as little water as possible to help retain vitamins and minerals.
- Add only a small amount of salt, if any, to water or to foods when cooking.
- Cook root and tuber vegetables in their skins to help retain their nutritive value.
- Trim visible fat from meats and meat products.
- Cook cereals and cereal grains according to cooking directions using the right amount of water. Then there is no need to rinse or drain the cereals or cereal grains after cooking.
- Use seasonings sparingly. Think of children's tastes and preferences.
- Follow standardized recipes exactly. Measure and weigh ingredients precisely and follow procedures carefully. This includes using equipment, time, and temperature for cooking as specified in the recipe.

## USING RECIPES

In these days of rising costs, it is important that sponsors stay within their budgets. Quantity recipes are a management tool that will help you control food and labor costs and provide a quality product.

## Sources for Recipes

Quantity recipes may be available from State agencies, industry, and reliable cookbooks.

## How to Use Quantity Recipes

To properly use quantity recipes, follow these steps:

1. Read the entire recipe carefully before beginning preparation and follow directions exactly.
2. Adjust the food quantities in the recipe to provide the number of servings you require.
3. Determine the amount of food you need for preparing the recipe. (Refer to page 22, *How to Use the Food Buying Guide*.)
4. Assemble the necessary utensils and ingredients.
5. Weigh and measure ingredients accurately. Weigh ingredients whenever possible since weighing is more accurate. If you must measure ingredients, use standard measuring equipment.
6. Follow directions carefully for combining ingredients and cooking the product.

## Abbreviations Used in Recipes

AP----as purchased	qt----quart
EP----edible portion	gal---gallon
Cyl---cylinder	oz---ounce
pkg---package	fl oz--fluid ounce
tsp---teaspoon	No----number
Tbsp--tablespoon	wt----weight
lb----pound	incl--including
pt----pint	excl--excluding

## Equivalent Measures

1 tablespoon	= 3 teaspoons	1 cup	= 16 tablespoons
1/8 cup	= 2 tablespoons or 1 fluid ounce	1/2 pint	= 1 cup or 8 fluid ounces
1/4 cup	= 4 tablespoons	1 pint	= 2 cups
1/3 cup	= 5-1/3 tablespoons	1 quart	= 2 pints
3/8 cup	= 6 tablespoons	1 gallon	= 4 quarts
1/2 cup	= 8 tablespoons	1 peck	= 8 quarts (dry)
2/3 cup	= 10-2/3 tablespoons	1 bushel	= 4 pecks
3/4 cup	= 12 tablespoons	1 pound	= 16 ounces

## **MEAL SERVICE**

### **Portion Control**

To be reimbursed under the program you must serve each meal as a unit, whether food is served cafeteria or family style. This means that each meal must contain all of the required food items in the proper amounts. Serving utensils that measure foods while they are being served are useful in meeting these requirements (for instance, a #16 scoop makes a 1/4-cup serving). Food service employees should be trained to recognize proper portion sizes. As a guide in portioning servings, you can use a sample plate containing the proper amounts of food in an appealing arrangement. You can use the sample meal not only as a training tool but also as a visual reminder to the staff on the serving line.

### **Measures for Portion Control**

Scoops, ladles, and serving spoons of standard sizes provide dependable measures and help serve food quickly. These are approximate measures.

#### **Scoops**

The number of the scoop indicates the number of scoopfuls required to make 1 quart. The following table shows the level measure of each scoop in cups or tablespoons:

<u>Scoop No.</u>	<u>Level Measure</u>
6	2/3 cup
8	1/2 cup
10	3/8 cup
12	1/3 cup
16	1/4 cup
20	3-1/3 tablespoons
24	2-2/3 tablespoons
30	2 tablespoons
40	1-2/3 tablespoons

You may use scoops for portioning such foods as drop cookies, muffins, meat patties, and some vegetables and salads.

#### **Ladles**

You may use ladles to serve soups, stews, sauces, and other similar products. The following sizes of ladles are most frequently used for serving meals:

<u>Number on Ladle</u>	<u>Approximate Measure</u>
1 fluid ounce.....	1/8 cup
2 ounces.....	1/4 cup
4 ounces.....	1/2 cup
6 ounces.....	3/4 cup
8 ounces.....	1 cup
12 ounces.....	1-1/2 cups

## **Serving Spoons**

You may use a serving spoon (solid or perforated) instead of a scoop. Since these spoons are not identified by number, you must measure or weigh the quantity of food from the various sizes of spoons you use in order to obtain the approximate serving size you need. You may want to keep a list of the amount of food each size spoon holds as an aid for the staff serving the food.

## **Family-Style Service**

Family-style service presents unique problems that require special training for site personnel. Site and sponsor personnel must carefully monitor family-style service to ensure that the meals served meet program requirements and that food service employees receive the necessary training. It is especially important in family-style service to provide appropriate serving tools that allow for the proper portioning of food while minimizing food handling.

## **Serving Guidelines**

Even when food is ready to serve, food service employees must continue their efforts to maintain food quality and avoid food contamination.

Train employees to:

- Maintain foods at correct temperatures before and during service. Hot foods must be hot and cold foods must be cold until they are served.
- Use suitable utensils to reduce food handling. Plastic gloves must be used when you serve food by hand.
- Serve meals as a unit with only one meal served per child.
- Keep an accurate count of the number of children and adults you serve.

## ***CLEANUP***

Give careful attention to cleanup procedures following food preparation and service. If you use disposable ware (dishes, trays, utensils, glasses, etc.) promptly and carefully remove the disposables from the site. If you use permanent ware, you must make sure to sanitize them.

## **Dishwashing Procedures**

Whether washing dishes by hand or by machine, the procedures are the same. They include, as a minimum, the following:

- Scape and pre-rinse before washing.
- Wash with detergent solution in hot water (100 °F to 120 °F if washing by hand; 140 °F if washing by machine).



- Rinse with clear, hot water.
- Sanitize with a final rinse of at least 180 °F or a final rinse containing a chemical sanitizing agent.
- Air dry on a clean dish table.
- Store in a clean area, protected from contamination.

### **Cleaning Schedule**

In addition to the cleanup of disposable or permanent ware, you must properly clean and sanitize food service facilities (equipment, floors, etc.). A cleaning schedule should be part of the overall work schedule to assure that the site is cleaned regularly.

## ***FOOD SANITATION AND SAFETY***

### **Sanitation**

Sanitation is one of the most important aspects of good food service. Follow these rules:

- Meet health standards set by State and local health authorities.
- Wash hands thoroughly with soap and hot water before handling food or utensils. Repeat after each visit to the restroom.
- Use disposable plastic gloves, as required by local health codes. Use gloves for only one task and throw away.
- Keep hands off face and hair.
- Wear clean uniforms and hair restraints.
- Food service workers with open cuts, sores, colds, or other communicable diseases should not prepare or serve food.
- Wash hands and sanitize utensils, cutting boards, and work surfaces thoroughly after contact with raw eggs, fish, meats, and poultry. Sanitize between use for raw and cooked, if separate equipment is not available.
- Properly clean and sanitize serving and cooking utensils, and equipment.
- Handle serving utensils and plates without touching the eating surface.
- Thoroughly rinse all fresh fruits and vegetables before cooking or serving.
- Empty garbage cans daily. They should be kept tightly covered and thoroughly cleaned. Use plastic or paper liners.

- Wipe up spilled food immediately; properly sanitize all food preparation and service areas.

## Food Safety

Food workers can help prevent food contamination and can keep harmful bacteria out of food by following these rules:

- Keep hot food hot at a holding temperature of 140 °F or above. Serve within 2 hours.
- Keep cold foods refrigerated or chilled foods at 40 °F or lower until served.
- Keep frozen foods in a freezer registering 0 °F or lower.
- Cook meats such as beef, pork, poultry, and fish to proper internal temperatures. Use a meat thermometer when roasting meats. Juices should run clear and meat should not be pink.
- Do not partially cook food one day and complete cooking the next day. Maintain a constant temperature; never set the oven lower than 325 °F.
- Prepare sandwiches and salads with a minimum amount of handling. Use plastic gloves.
- Promptly refrigerate or freeze leftovers. Divide large quantities into smaller containers or use shallow pans, for quick cooling. Reheat leftovers to at least 165°F.
- When transporting perishable foods, maintain proper holding temperatures. Keep hot foods hot and cold foods cold.
- Thaw poultry and meat in a refrigerator. Use thawed roasts, steaks, and chops within 3 to 5 days. Use thawed ground beef and poultry within 1 to 2 days. Use frankfurters, ham slices, and luncheon meats within 3 to 5 days. Refreeze only if ice crystals are still present.
- Remember USDA's 2-Hour Rule: *NEVER LEAVE FOOD OUT AT ROOM TEMPERATURE FOR MORE THAN 2 HOURS*. There is no need to bring foods to room temperature before cooking or refrigerating.
- Marinate food in the refrigerator, NOT at room temperature.
- Remember that you cannot always determine food spoilage by sight, taste, odor, or smell. If there is *any* doubt, throw the food away.

## Safety of Equipment

Train food service employees on the safe use of all types of equipment.

- Follow instructions exactly on how to use and clean kitchen equipment.
- Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.

## REFERENCES

### Foods Containing Vitamin A:

#### *Fruits*

Apricots  
Cantaloupe  
Mandarin Orange Sections  
Mango  
Melon balls (cantaloupe  
and honeydew)  
Nectarines  
Plums  
Watermelon

#### *Vegetables*

Broccoli  
Carrots  
Chard  
Collards  
Endive  
Escarole  
Kale  
Mustard greens  
Peas and Carrots  
Peppers, sweet, red  
Plantain  
Pumpkin  
Romaine  
Spinach  
Squash, winter  
Sweet potatoes

Tomatoes  
Tomato juice  
Tomato-Vegetable  
juice  
Turnip greens

### Foods Containing Vitamin C:

#### *Fruits*

Apples  
Apple juice  
Bananas  
Blackberries  
Blueberries  
Cantaloupe  
Grapefruit  
Grapefruit juice  
Grapefruit-orange juice  
Grapefruit  
and orange sections  
Grape Juice,unsweetened  
Honeydew melon  
Kiwifruit  
Mandarin orange sections  
Mangoes  
Nectarines

Oranges  
Orange juice  
Papaya  
Peaches  
Pears  
Pineapple  
Pineapple juice  
Pineapple-  
grapefruit juice  
Plums  
Pomegranates  
Raspberries  
Strawberries  
Tangelos  
Tangerines  
Watermelon

#### *Vegetables*

Artichokes  
Asparagus  
Beans, green  
Beans, yellow  
Beans, Lima  
Bean Sprouts  
Broccoli  
Cabbage  
Cauliflower  
Chickory  
Collards  
Endive  
Escarole  
Kale  
Kohlrabi  
Mustard greens  
Okra  
Onions  
Parsnips

Peas  
Peppers  
Plantain  
Potatoes  
Pumpkin  
Radishes  
Snowpeas  
Spinach  
Squash  
Romaine  
Rutabagas  
Tomatoes  
Tomato juice  
Turnip greens  
Turnips  
Watercress

## **Foods Containing Iron:**

### ***Meat and Meat Alternates***

#### **Meats:**

- Beef
- Liver
- Liverwurst

Turkey, dark meat

#### **Fish:**

- Shellfish
- Trout

#### **Dry beans and peas:**

- Black-eyed peas (cowpeas)
- Chickpeas (garbanzo beans)
- Kidney beans, red or white

- Lentils
- Soybeans

#### **Nuts and seeds:**

- Pine nuts
- Pumpkin seeds
- Squash seeds

### ***Bread and Bread Alternates***

Whole-grain, enriched, or fortified bread or bread alternates, such as:

- Bagel, plain, pumpernickel, or whole-wheat
- Farina
- Muffin, bran
- Noodles
- Oatmeal
- Pita Bread, plain or whole wheat
- Pretzel, soft
- Ready-to-eat cereals, fortified
- Rice, white

### ***Vegetables***

- Beans, lima
- Spinach

### ***Fruits***

- Apricots, dried
- Prunes
- Prune juice



### **Full-Strength Fruit and Vegetable Juices:**

The following is a list of full-strength fruit and vegetable juices that may be served in the Summer Food Service Program.

Apple	Pineapple
Grape	Prune
Grapefruit	Tangerine
Grapefruit-Orange	Tomato
Orange	Vegetable

Any blend or combination of the above full-strength juices is acceptable.

### **Bread And Bread Alternates:**

#### *Allowable Bread and Bread Alternates*

The following listing of bread and bread alternates is divided into four groups. All the items in the four groups have approximately the same nutrient content. All breads and bread alternates must be whole-grain or enriched. Items within each group have approximately the same total solid content and grain content. The minimum weights given for each group are based on the grain content of the product only (exclusive of fillings, toppings, etc.). Children younger than 6 years should receive one-half of the serving sizes listed below.

#### *Group A*

Breads, Rolls, and Quick breads. A serving of an item in group A must weigh at least 25 grams (0.9 ounce).

Bagels	French, Vienna, or
Biscuits	Italian Bread
Boston Brown Bread	Muffins
Breads, sliced, all	Pizza Crust
types (white, rye,	Pretzels (soft)
whole wheat, raisin,	Rolls and Buns
quick breads, etc.)	Stuffing, Bread
Coffee Cake (breakfast	(weights apply
and snack only)	to the bread
Cornbread	in the stuffing)
Corn Dog Batter and Breeding	Sweet Rolls and
Croissants	Sweet Buns
Doughnuts (breakfast	(breakfast and
and snack only)	snack only)
Egg Roll/Won Ton Wrappers	Pita Bread
English Muffins	

## **Group B**

Crackers and Low Moisture Breads. A serving must weigh at least 20 grams (0.7 ounce).

Batter and/or Breeding	Soda Crackers
Bread Sticks (dry)	Taco/Tostada (whole and pieces)
Chow Mein Noodles	Toaster Pastry Crust (breakfast and snack only)
Graham Crackers	Zwieback
Melba Toast	
Rye Wafer	
Rice Cakes, puffed	
Saltine Crackers	

Note: You may serve cookies, granola bars, etc., as a bread alternate in the snack if the primary ingredient is whole-grain enriched flour or meal and minimum weight of a serving is 1-1/4 ounces (35 grams). USDA recommends that cookies as a bread be served as part of a snack no more than twice a week. You cannot serve cookies as a bread alternate at breakfast, lunch, or supper.

Note: To determine a serving of batter/breading:  
(minimum 20 grams or 0.7 ounce)

1. Rely on Child Nutrition (CN) labels; or
2. Find the percentage of batter/breading per serving from the processor. Multiply by weight of serving (multiply ounces by 28.35 to convert to grams, if desired); or
3. Remove the cooked batter/breading from a serving and weigh. (Multiply ounces by 28.35 to convert to grams, if desired.)

## **Group C**

Miscellaneous items. A serving must weigh at least 30 grams (1.1 ounces).

Dumplings	Pancakes
Hush Puppies	Sopapillas
Meat/Meat Alternate	Spoonbread
Pie Crust	Tamales
Meat/Meat Alternate	Tortillas
Turnover Crust	Waffles

Note: Cookies, Granola Bars, etc. (Snack only)--1 serving = 35 grams.

### *Group D*

Pasta, rice and other cereal grains. A serving of an item in group D is 1/2 cup of the cooked product, except for ready-to-eat cereal (breakfast or snack only). The serving size for ready-to-eat cereal is 3/4 cup or 1 ounce, whichever is less.

Barley	Lasagne Noodles
Breakfast Cereals, cold dry or cooked (breakfast and snack only)	Macaroni, Spaghetti and assorted pasta shapes
Bulgur	Noodles (egg)
Corn Grits	Ravioli Pasta
Millet	Rice

Note: When any cereal grain is used as an ingredient in a bread or bread alternate, use the serving size given for the appropriate bread group. For example, a serving of oatmeal bread should weigh 25 grams (Group A).

Some of the above foods, or their accompaniments, may contain more sugar, salt, or fat than others. Keep this in mind when considering how often to serve them.

# Onsite Food Inventory Record

[illegible]



# Onsite Food Inventory Record

*SAMPLE*

On Site Food Inventory Record				
Name of Site <u>West Liberty Community Center</u>				
Inventory Period <u>July</u> Beginning Inventory <u>\$250.00</u>				
Food Item	Purchase Unit  (i.e., lbs, cans, cases, etc.)	Unit* Cost	(X) Quantity on hand	(=) Value of food on hand
BEANS	# 10 CAN	3.01	6	\$18.06
CORN	# 10 CAN	3.45	18	62.10
Peas, green	# 10 CAN	3.35	10	33.50
BREAD	1 1/2 lb	.58	2	1.16
Turkey Bologna	lb	.61	4	2.44
Tomatoes	# 10 CAN	2.93	6	17.58
Tomato paste	# 10 CAN	4.54	2	9.08
————— LAST ITEM —————				
<p>To Obtain Food Cost for Month      Total Value of</p> <p>Beginning Inventory    \$ <u>250.00</u>      Food on Hand \$ <u>143.92</u></p> <p>Food Purchase            + <u>165.00</u>      (Closing Inventory**)</p> <p>Closing Inventory        - <u>143.92</u></p> <p>Cost of Food Used        = <u>271.08</u></p> <p>*Use invoices to determine the unit cost per item and total food purchases for the reporting period.</p> <p>**The closing inventory for one month becomes the Beginning Inventory for the next month.</p>				

## *Serving Size and Yield for Vegetables and Fruits*

<u>VEGETABLE</u>	<u>Size and Count</u>	<u>Serving Size* and Yield</u>
Carrot Sticks	<u>Specify U.S. #1 carrots with 1-1/8 inch medium diameter</u> --about 7-1/2 inches in length, six per pound Fifty-pound mesh bag.	1 stick is 4 inches long x 1/2 inch wide 6 sticks = 1/4
Cauli- flower	<u>Specify in cartons of 18-24 pounds, or wirebound crates of 45-50 pounds.</u>	1 medium head = about 6 cups florets
Celery Sticks	<u>Specify 2, 2-1/2, or 3 dozen per crate.</u> Crates weigh 60-70 pounds net.	1 stick is 3 inches long and 3/4 inch wide 4 sticks = 1/4 cup
Cucumbers	<u>Specify 2-inch minimum diameter.</u> This information will be stamped on the basket. Cucumbers will vary from 2 to 2-1/2 inches in diameter and are about 7-1/2 inches long.	
Slices	1/8-inch thick slices	4 slices = 1/4 cup
Sticks	Cut in thirds crosswise and then each third into fourths lengthwise for sticks	1 cucumber = 12 sticks 2 sticks = 1/4 cup
Lettuce, Head (Iceberg)	<u>Specify 2 dozen heads,</u> weight of 40-48 pounds	1 piece = 1/4 cup
Lettuce, Leaf	<u>Specify 2 dozen heads,</u> weight 18 pounds	1 large leaf = 1/4 cup
Olives, Ripe	Large	8 olives = 1/4 cup
Pickles, Dill	<u>Specify large size</u> 4 to 4-3/4 inches long, 22 to 39 count per gallon	1/2 pickle = 1/4 cup
Sweet	<u>Specify small size,</u> 2-3/4 to 3-1/2 inches long, 52 to 99 count per gallon	1 pickle = 1/4 cup
Radishes	<u>Specify U.S. #1,</u> 1/2 inch diameter minimum, without tops, small size, 45 radishes per pound.	7 radishes = 1/4 cup

Tomato Wedge	<u>Specify 5 x 6 size, extra large, 30 pound net per container. Tomato is 2-1/8 inches x 3 inches in diameter; 2-1/4 tomatoes per pound.</u>	1/4 tomato = 1/4 cup
Slices	<u>Specify 6 x 7 size, slices Slices 1/4-inch.</u>	2 slices = about 1/4 cup
Cherry	<u>Specify standard size, reasonably uniform in size</u> Volume give in cups.	4 tomatoes = about 1/4 cup
<b><u>FRUIT</u></b>		
Apples	<u>Specify size 185-195 or larger.</u> Approximately 2-1/2 inches diameter. About 4 to 5 apples per pound.	1 apple = about 1/2 cup
Bananas	<u>Purchase by fingers. Institutional pack. 150 per case. Three to four bananas per pound.</u>	1 banana = 1/2 cup
Berries		
Blueberries	<u>Specify U.S. #1. Sold in pints.</u> fresh.	1/2 cup measure
Strawberries	<u>Specify U.S. #1. Minimum diameter 3/4 inch. Sold in quarts and pints.</u>	1/2 cup measure
Cantaloupe	<u>Specify size 36. Medium size, 5-1/2 inches diameter, approx. 1-2/3 pounds per melon.</u>	1/4 melon = about 1/2 cup
Grapes	<u>Specify variety desired.</u> With Seeds Seedless	12 grapes = about 1/2 cup 18 grapes = about 1/2 cup
Nectarines	<u>Specify size 96. (2 to 2-1/8 inches diameter). Approximately 4 per pound.</u>	1 nectarine = about 1/2 cup

	<u>Medium size fruit</u> (size 70 and 72). Approximately 3 per pound.	1 nectarine = about 1/2 cup
Oranges	<u>Specify size 138 or 113</u> (Calif. or Ariz) or size 125 (Fla. or Texas).	1 orange = about 3/4 cup
Peaches	<u>Specify size 84</u> (2-1/8 inches diameter-box may state 2 to 2-1/4 inches diameter). Approx. 3-1/2 to 4 peaches per pound.	1 peach = about 1/2 cup
	<u>Medium size fruit</u> (size 60 to 64) 2-1/2 inches diameter or larger. Approx. 3 per pound.	1 peach = about 3/4 cup
Pears	<u>Specify size 150</u> (2-1/4 to 2-3/8)	1 pear = about 1/2 cup
	<u>Medium size fruit</u> (Size 120) Approximately 3 per pound.	1 pear = about 3/4 cup
Plums	<u>Specify size 4 x 5</u> . About 8-10 plums per pound.	2 plums = about 1/2 cup
	<u>Medium size fruit</u> (Size 4 x 4). 6-7 plums per pound.	2 plums = about 3/4 cup
Raisins	<u>Specify bulk purchase or individual packages</u> , 1-1/2 ounces each	Yield of Bulk: 2-2/3 ounces = about 1/2 cup  Yield of Individual package: 1 package (1-1/2 ounces) = about 1/4 cup of fruit.
Tangerine	<u>Specify size 176</u> . Fruit will average 2-3/8 inches in diameter. Four tangerines per pound.	1 tangerine = about 1/2 cup
Watermelon	<u>Specify average size</u> . Melons will average about 27 pounds.	Yield of melon: 1/64 wedge = about 1/2 cup



\*Any serving size may be planned. For simplicity, this table of serving sizes and yields for vegetables and fruits provides 1/4 cup servings of vegetables and 1/2 cup and/or 3/4 cup servings of fruits.

Note: Where sizes are specified for fruits, they indicate numbers of fruit in box. The larger the number, the smaller the fruit. Any fruit that is larger than that specified may be used.

## Food Production Record

**Directions:** Food service personnel must complete the Food Production Record each day and sponsors must maintain this record in their files for a minimum of 3 years. This provides an auditable record that verifies that the meals and snacks served meet the meal or snack requirements and, therefore, qualify for reimbursement.

Item No.

### INSTRUCTION

1. Name of the site.
2. Write the calendar date this menu is served, showing month, day, and year.
3. Record all menu items you serve on this date in the appropriate section.
4. Enter the name of each food used to meet meal or snack requirements. For example, with a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper are as follows: stew beef fulfills the meat/meat alternate requirement; potatoes and carrots in the pie meet part of the fruit/vegetable requirement; and the pie crust meets part or all of the bread/bread alternate requirement. Additional food items used in the meals may also be listed.
5. Enter quantity of each ingredient or food used in each meal to meet the meal requirements. Use weights, measures, or number. For example, list stew beef, 10 lbs; potatoes, 3 lbs; etc.
6. Enter the portion or serving size of each menu item you serve (5-ounce serving of pie, 1/2 cup juice, etc.). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as number of apples).
7. Enter the number of children served at each meal or snack.
8. Enter the number of program adults served at each meal or snack.
9. Enter the total number of persons served at each meal and/or snack.

\* While SFSP sponsors are reimbursed only for meals served to participating children, at sponsor discretion adults working in the food service operation (program adults) may be allowed to eat meals. If these adults are served meals, production records must reflect the amount of food used to prepare meals for children *and* program adults.

# Food Production Record

Name of Site (1)

Date \_\_\_\_\_ (2)

## ONSITE FOOD PRODUCTION RECORD

Menu (3)	Foods Used (4)	Quantity Used (5)	Size Serving (6)	Number Served		
				Children (7)	Program Adults (8)	Total (9)
BREAKFAST						
SNACK						
LUNCH						
SNACK						
SUPPER						

# Food Production Record

West Liberty Community Center  
Name of Site (1)

Date July 17, 1981 (2)

## ONSITE FOOD PRODUCTION RECORD

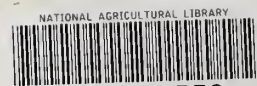
	Menu (3)	Foods Used (4)	Quantity Used (5)	Size Serving (6)	Number Served		
					Children (7)	Program Adults (8)	Total (9)
BREAKFAST	Peach halves	Peaches	4 1/3 #10 CN	1/2 cup	193	2	195
	Corn grits	Corn grits	8 # Regular	1/2 cup	193	2	195
	Milk	Milk	195 - 1/2 pints	1/2 pint	193	2	185
	Cheese wedge	Cheese	12 1/2 #	1 oz	193	2	195
SNACK	NONE SERVED						
LUNCH	Hamburger on Bun	Beef patty Bun	46 # ground beef 250 Buns	2 oz 1	247 247	3 3	250 250
	French Fries	French Fries	5 (5 # FRZ)	1/2 cup	247	3	250
	Celery and Tomatoes	Celery Tomatoes	6 # 12 3/4 #	1/2 cup 1/2 cup	247 247	3 3	250 250
	Milk	Milk	250 - 1/2 pints	1/2 pint	247	3	250
	Pineapple Juice	Pineapple Juice	3 1/4 32 FL OZ FRZ Concentrate	3/4 cup	95	0	95
SNACK	Bran muffin	Muffin	95	1	95	0	95
SUPPER	NONE SERVED						



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